

From: [Shultz, Kim](#)
To: [Little, Bill](#); [Walters, Donn](#)
Cc: [Campbell, Joy](#); [Ortiz, Christina](#); [Delano, Louise](#)
Subject: RE: CES Fact Sheet
Date: Monday, December 01, 2014 2:35:06 PM
Attachments: [Fact Sheet II.pdf](#)
[Fact Sheet II in Track Changes Mode.docx](#)
[CES Environmental Fact Sheet ks.pdf](#)

Thank you, Bill. Attached is your version with ONLY the Return address changed (Fact Sheet II). We will get it translated and insert the Spanish pages.

On our version, we had adjusted the spacing in the header (to match the format from Blackwell Foundry) and spelled out United States Environmental Protection Agency at the first occurrence, added a hyphen to roll off since one occurrence had a hyphen and one did not. We made other minor changes as well, such as removing double spaces after periods as we had received an EPA directive stating such changes would be instituted going forward. Because of the format changes, the Track Changes mode was difficult to view, so I had PDF'd it for you to see what the final would look like. I have attached it now for you review as well. I have attached the Track Changes view for your review as well as the PDF'd version of what we had submitted to you.

I apologize if there was any confusion. We have routinely reviewed text for grammar and adjusted spacing for aesthetics, etc. If we make ANY changes, we ask for a final approval from EPA. We have also received tasking to print AS IS in the past, so if that is the intent, we did not realize that was the case this time and that is my fault.

Also, because there was a lot of technical language, I wanted a final approval that there would not be any further changes to wording, so we could send it to the translator. There have been instances when the text was reviewed and "shortened" by Donn or another team member.

The translator will cost approximately \$175. I will send your Fact Sheet II to him to get translated as you requested.

Kim

Kim Shultz
ESS IV Program Manager
TOEROEK ASSOCIATES, INC.
214-665-3147

From: Little, Bill
Sent: Monday, December 01, 2014 2:11 PM
To: Shultz, Kim; Walters, Donn
Cc: Campbell, Joy; Ortiz, Christina; Delano, Louise
Subject: RE: CES Fact Sheet

Kim,

I sent the Fact Sheet the way I wanted it to appear, with the exception of the return address because that needs to change when you add the Spanish version. Did you change anything? I would normally get this back with track changes so I could look over the changes and approve or disapprove. If you haven't changed anything what would I need to approve?

Thanks.

Bill

Bill Little

Region 6 USEPA

Community Involvement

Coordinator/SEE

214.665.8131

little.bill@epa.gov

From: Shultz, Kim

Sent: Monday, December 01, 2014 1:39 PM

To: Walters, Donn; Little, Bill

Cc: Campbell, Joy; Ortiz, Christina; Delano, Louise

Subject: RE: CES Fact Sheet

Thank you, Donn. Bill, please let us know when you have approved the Fact Sheet or if you have revisions. We will send it to the translator after we receive final approval from you on the English version.

Kim

Kim Shultz

ESS IV Program Manager

TOEROEK ASSOCIATES, INC.

214-665-3147

From: Walters, Donn

Sent: Monday, December 01, 2014 1:30 PM

To: Shultz, Kim

Cc: Little, Bill; Campbell, Joy; Ortiz, Christina; Delano, Louise

Subject: RE: CES Fact Sheet

We usually send out one fact sheet including the translation text when needed.

Whatever is most efficient. I'll defer to Bill or Joy for final app on the fact sheet so that you all can proceed.

From: Shultz, Kim

Sent: Monday, December 01, 2014 11:11 AM

To: Walters, Donn

Cc: Little, Bill; Campbell, Joy; Ortiz, Christina; Delano, Louise

Subject: RE: CES Fact Sheet

Donn,

Attached is the DRAFT Fact Sheet in English only. Bill asked for a Spanish translation as well. We are getting quotes at this time along with an estimated turnaround time. Bill asked that both the English and Spanish versions be sent out by Friday, 12/5.

Instead of doing two mailings and costing twice the postage, I am suggesting that we insert the Spanish translation between the English version and the blank sheet with the EPA's return address—making it a 6 page mailing: first two pages in English, next two pages in Spanish and last two pages blank with EPA's return address and where we will place the one mailing label.

Doing it this way will result in one mailing of both English and Spanish together.

Please note that we need EPA's approval on the Fact Sheet ASAP in order to get it to the Spanish translator.

Best regards,

Kim

Kim Shultz
ESS IV Program Manager
TOEROEK ASSOCIATES, INC.
214-665-3147

From: Ortiz, Christina
Sent: Monday, December 01, 2014 10:02 AM
To: Walters, Donn
Cc: Shultz, Kim
Subject: RE: CES Fact Sheet

Yes sir we have a mailing list for homes and business, still need from your section the local officials list. Thanks.

CHRISTINA ORTIZ
Toeroek Associates Incorporated
Contractor for
Environmental Protection Agency
214-665-6720

From: Walters, Donn
Sent: Monday, December 01, 2014 9:49 AM
To: Ortiz, Christina
Subject: FW: CES Fact Sheet

Christina, do we have some sort of neighborhood mailing list for the CES site? Wasn't sure.....

From: Little, Bill
Sent: Tuesday, November 25, 2014 10:57 AM
To: Ortiz, Christina
Cc: Drammeh, Joan; Walters, Donn; Campbell, Joy
Subject: CES Fact Sheet

Christina,

I need the attached fact sheet translated into Spanish and both mailed to our CES mailing list by the end of next week, (Dec. 5), at the latest. I need to add Mr. Charles Rawls 4059 Glen Cove Drive 77021 to the mailing list. I will need an extra 100 copies to take with me to the meeting on Dec. 11, 2014.

Thanks,
Bill

Bill Little
Region 6 USEPA
Community Involvement
Coordinator/SEE
214.665.8131
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